



CALIFORNIA DEPARTMENT OF FOOD & AGRICULTURE
FEDERAL FUNDS MANAGEMENT OFFICE (FFMO)
GRANT GUIDANCE PACKAGE

This guide is designed to assist Grant Recipients in the successful management of their grant projects and funds. The guide explains the Grant Recipients' and CDFA's roles and responsibilities, as well as the processes and procedures needed to follow the Grant Agreement's terms and conditions.

General Responsibilities and Accountability

Federal Funds Management Office

Federal Funds Management Office (FFMO) is responsible for administering the Specialty Crop Block Grant Program (SCBGP) Recipient Grant Agreements. Administration responsibilities include ensuring recipient compliance with statutes, regulations, and grant terms and conditions; submitting required project progress/final and financial reports to the U.S. Department of Agriculture (USDA) and conducting Performance/Compliance Reviews to maintain grant programmatic and fiscal integrity.

FFMO will provide on-going technical assistance and consultation to Grant Recipients during the term of the grant project. FFMO will be available to answer questions regarding recipient project administration, federal and State requirements, regulations, and Grant Agreement terms and conditions.

Grant Recipient

Grant Recipient has full responsibility for the conduct of the project supported by the SCBGP federal grant funds and for the results achieved. Each grant recipient will monitor the day-by-day performance of the grant project to assure adherence to statutes, regulations, and grant terms and conditions. Grant Recipient will carry out the activities described in the Scope of Work to achieve project goals, objectives, and desired outcomes.

Accountability

Grant Recipients will be accountable for all grant funds awarded and must ensure all funds are used solely for authorized purposes. Grant Recipients need to ensure:

- Funds are not used in violation of the restrictions and prohibitions of applicable statutes.
- There is effective control and accountability over grant cash, real and personal property, and other assets.
- Such property is safeguarded and used solely for authorized purposes.

Grant Recipients must ensure they have an adequate accounting system in place and good internal controls to ensure expenditures and reimbursements are reported and maintained.



Payment Methods

There are two types of payment methods to pay for allowable costs incurred by grant recipients – advance payments and reimbursement payments.

Advance Payments

Grant Recipients may request up-to a twenty-five percent (25%) advance of the total annual budgeted amount on a quarterly basis. This request must be submitted to FFMO in writing and signed by an authorized official (Attachment 1). Second and subsequent advance payment requests will be denied until FFMO receives invoices against all previous advance payments. An advance payment to cover project costs incurred during the final quarter of the project is not allowed. Advance payment procedures are as follows:

- Estimate funds that will be expended in three months up to twenty-five percent (25%) of the annual budget.
- Submit an Advance Payment Request Form (Attachment 1) for estimated funds with a cover letter to the FFMO.
- Upon receipt of a check issued by the State Controller's Office, deposit advance payment into a federally insured interest bearing account that provides the ability to track interest earned and document withdrawals to reconcile expenses on allowable project costs.
- Forward a check made payable to California Department of Food and Agriculture for any interest earned in six months along with a quarterly or monthly invoice (see "Invoices" below).
- Follow the Instructions under "When to Invoice" to invoice against all advance payments.

Reimbursement Payments

When Grant Recipients finance their operations with their working capital, payments shall be made to reimburse the grantee for actual cash disbursements based on a request for reimbursement submitted to FFMO. Grant Recipient will be reimbursed for allowable grant costs not more frequently than monthly, but at least quarterly, in arrears.

The amount requested as reimbursement will be reported appropriately on the Invoice Form (Attachment 2) on lines 10 through 22 (see "How to Complete the Invoice Form" below). Mail an original invoice with signature to:

California Department of Food and Agriculture
Federal Funds Management Office
1220 N Street
Sacramento, CA 95814



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The Invoice Form also may be faxed to (916) 653-0206; however an original with signature must be submitted to CDFA, FFMO for final reimbursement.

When to Invoice

Once expenditures against the grant funds have been incurred, Grant Recipients may invoice for all except ten percent (10%) of their total grant award amount until their project is complete. Grant Recipients may invoice for the remaining ten percent (10%), or the entire amount of the grant, once their project has been completed (see "Withhold Percent" below).

Invoices shall be submitted not more frequently than monthly, but at least quarterly, in arrears. Invoices submitted will be reviewed for completeness, accuracy and reasonableness. FFMO will promptly notify the grant recipient of any incompleteness or deficiencies, which appear on the Invoice. Once the incompleteness or deficiencies are corrected, FFMO will process the invoice for payment.

Grant Recipients must submit their final invoice within sixty (60) days after the project is complete. The top of the invoice must be clearly marked "Final Invoice," thus indicating all payment obligations have ceased and no further payments are due. Invoices must be itemized into the designated categories approved in the original grant budget. The applicable categories are as follow:

- **Personnel Services** – Salary and wages charged by employees working on the grant activity/project or program.
- **Operating Expenses** – Actual expenses incurred for the purpose of achieving the goals and objectives of the grant project. Such expenses include but are not limited to, general expenditures and supplies, travel per diem, minor equipment, printing, and postage.
- **Contractors/Consultants** – Services that cannot be provided by other full or part-time staff employed by the project. Generally, these services are for a short-term period and provide a specific and identifiable product or service.
- **Other Direct Costs** – All other actual expenses that do not fall under the above categories, such as, major equipment, public relations, marketing, media, communications and training.
- **Indirect Costs** – Expenses incurred that cannot be readily assignable to a direct cost. Such expenses include but are not limited to, utilities, facilities space, and equipment usage. Grant Recipients are responsible for maintaining documents used to explain and calculate the methodology for indirect costs.

How to Complete the Invoice Form

FFMO will begin the invoice process by generating an Invoice Form filling in the Recipients Name, Project Name, Grant Agreement Number and Budget from the Scope of Work. FFMO will send the invoice electronically to a designee assigned by Grant Recipient.



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Grant Recipients will be responsible for filling out dates covered by the billing period of the invoice and the number of the invoice (i.e., if it is the second invoice submitted this year, enter “2”).

Complete the Invoice Form as follows:

- Sort all receipts/expenditures by Budget Line Item categories and calculate a total for each category.
- Enter the amount to be reimbursed by the Budget Line Item in the “Amount Requested” column. *Only complete the non-shaded column.*
- The Invoice will automatically calculate the columns titled “Remaining Balance” and “Amount to be Paid.”
- Print, sign and submit the Invoice Form to the address shown under “Reimbursement Payments.”
- Once FFMO approves an invoice, a new one will be generated and returned electronically with the “Year to Date Invoiced” column completed.
- Repeat the process for each billing period thereafter.

Withhold Percent

FFMO will withhold ten percent (10%) from the total grant amount. This financial tool is intended to ensure grant recipients complete the grant project and submit a Final Performance Report (see “Reporting Requirements” below). After approving the Final Performance Report, the ten percent (10%) withhold of grant funds will be released to the Grant Recipient.

Line Item Shift Request

When changes to the grant project result in the need to move more than ten percent (10%) of the funds budgeted under a line item from one budget line item to another, the Grant Recipient must submit a Line Item Shift Request Form (Attachment 3) to FFMO for review and approval. *Please note – line item shift requests to increase indirect costs are not allowed.*

Grant Recipient should clearly identify the:

- Project Name
- Grant Agreement Number
- Effective Date change is to be made
- Budget Line Items funds are to be transferred from (enter as a negative amount) and Budget Line Item funds are to be transferred to (enter as a positive amount).



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- Reason/justification for the request.

The Line Item Shift Request Form can be submitted via:

1. Hard copy to the address shown under “Reimbursement Payments,”
2. E-mail (to be designated at a later date),
3. Or, fax to (916) 653-0206.

Scope of Work Changes

A change in the Scope of Work may be requested anytime an element of the Grant Agreement needs to be changed, including scope of work activities or milestones, dates, and deliverables from those previously approved. The requests for change must be made in writing, signed by an authorized official, and provide sufficient information for the need for a change in scope.

Such actions likely to be considered a change in scope include, but are not limited to:

- Transfer of the performance of substantive programmatic work to a third party through a sub-grant, contract, or any other means.
- Replacement of or changes in the status of the principal investigator (PI) or project director (PD), i.e., if the PI/PD withdraws from the project entirely, is absent from the project during any continuous period of three (3) months or more, or reduced time devoted to the project by twenty-five percent (25%) or more from the level that was approved at the time of the award.
- The addition or deletion of activities or deliverables.
- Change of Grant Recipient organization name or organizational status.

Delays and Notifications

Grant Recipient should immediately notify FFMO of problems, delays or adverse conditions that will materially affect the project. Grant Recipients should also notify FFMO of any changes which may include but are not limited to:

- Primary contact person has been replaced.
- Change of phone number, mailing address, fax number and e-mail address.



Compliance with Federal Requirements

Federal cost principles are policies used to determine which costs of an activity, project, or program should be borne by the Federal Government. These policies ensure the consistent treatment of costs, regardless of whether reimbursement is received directly from the Federal Government or through another recipient of Federal funds.

For each kind of organization, there is a set of federal principles for determining allowable costs. The allowable costs are determined in accordance with the cost principles applicable to the organization incurring those costs. The following chart lists the kind of organization and the applicable cost principles.

Federal Cost Principal Summary Table	
Organization Type	Applicable Cost Principals
State, local or Indian tribal government	2 CFR 225
Private nonprofit organization other than an (1) institution of higher education, (2) hospital, or (3) organization named in OMB Circular A-122 as not subject to that circular.	2 CFR 230
Educational institutions	2 CFR 220
For-profit organization other than a hospital and an organization named in OMB Circular A-122 as not subject to that circular.	Federal Acquisition Regulation (FAR) Subpart 31.2. Contract with Commercial Organizations, codified at 48 CFR 31.2.

Government organizations, non-profit organizations, and for profit organizations must comply with federal requirements as applicable. This includes all Grant Recipients and CDFA programs administering grant agreements.

FFMO encourages every Grant Recipient to visit the following Office of Management and Budget (OMB) website to ensure a thorough understanding of allowable costs.

<http://www.whitehouse.gov/omb/circulars/index.html>

Allowable Costs

An allowable cost must be directly related to a particular cost objective of a project and be incurred solely to advance the work under the sponsored grant.



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Allowable expenses for these funds must be made in compliance with Federal and State laws and regulations as applicable. They must be:

- Necessary and reasonable for proper and efficient performance and administration of these funds.
- Authorized or not prohibited under federal, State or local laws or regulations.
- Consistent with policies, regulations, and procedures that apply uniformly to both Federal and State funds and other activities of the governmental unit.
- Determined in accordance with generally accepted accounting principles.
- Adequately documented.

Allowable costs include, but are not limited to: salaries and wages, fringe benefits, consultant services, travel, telephone, equipment (lease/rental), subcontractors and materials, data processing, bookkeeping, clerical, land rentals, public information, training and communications.

Domestic Travel Reimbursement

Grant Recipients, with the exception of the Universities of California (UC), will be reimbursed for actual allowable costs up to the maximum allowance for meals, incidentals, and lodging expenses for each complete twenty-four (24) hours of travel, beginning with the traveler's time of departure. The maximum domestic travel rates allowable are established in Title 2, California Code of Regulations, Sections 599.619 and 599.630. UC Grant Recipients must ensure the travel expenses incurred are consistent with the University Travel Policies and in accordance with the State Contracting Manual, Section 3.18(a).

Meal

The maximum reimbursement rates for meals plus incidentals are:

Reimbursement Type	Allowable Cost
Breakfast	\$ 6.00
Lunch	\$ 10.00
Dinner	\$ 18.00
Incidentals	\$ 6.00

Lodging

Reimbursements for lodging and applicable taxes must be substantiated with a receipt and retained by the Grant Recipient.



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To assist in locating hotels that offer lodging rates within the maximum reimbursement rate the State allows, please access the Lodging Guide at the following website:
<http://www.catravelsmart.com/lodguideframes.htm>

Mileage and Parking

- Grant Recipients will be reimbursed \$.585 per mile when traveling using a privately owned vehicle.
- Reimbursement for parking is up to the actual cost and must be substantiated with a receipt, retained by Grant Recipient.

International Travel Reimbursement

Grant Recipients will be reimbursed for actual allowable costs up to the maximum allowance for each meal, incidental, and lodging expense when traveling out of the country.

The maximum international travel rates allowable are established in a per diem supplement to section 925, Department of State Standardized Regulations. These rates are available on the U.S. Department of State website at <http://www.state.gov/m/a/als/prdm>.

Please note rates change daily to account for currency and economic changes.

- The reimbursement allowance for meals and lodging plus incidental travel expenses (M&IE) will be paid up to the rates identified on the U.S. Department of State's website.
- The lodging allowance is intended to substantially cover the cost of lodging at adequate, suitable and moderately priced facilities.
- When arranging for hotel reservations, travelers are advised to request information on hotel discounts for grant recipients traveling on U.S. Government business.

Air Travel

- Grant Recipients will be reimbursed up to the actual airfare expense incurred.
- CDFA requires economy-based rates to be used by all travelers.

Unallowable Costs

An unallowable cost is a charge that the Federal awarding agency (or State) determines to be unallowable, in accordance with the applicable Federal cost principals or other terms and conditions provided in the grant award. Except as otherwise permitted by the applicable cost principle, unallowable expenses include, but are not limited to, costs of meeting rooms; hospitality suites; alcoholic beverages; costs of entertainment, including amusement, diversion and social activities and any costs directly associated with such costs (such as



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tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities); and, costs for organized fund raising, including financial campaigns and solicitation of gifts.

Performance/Compliance Site Visits

FFMO will perform Performance/Compliance site visits during the course of the Grant Agreement. Grant Recipient will be notified at least two (2) weeks prior to the intended visit. The purpose of site visits include, but is not limited to:

- Determine whether measurable outcomes are met and evaluate project accomplishments
- Review financial records and documentation to ensure funds are used for their intended purpose.
- Attend and evaluate public outreach events.
- Identify success stories.
- Make recommendations.

FFMO will provide a written evaluation no later than thirty (30) days following the site visit. Grant Recipient will respond to performance/compliance concerns, and when requested, include corrective action plans.

Grant Recipient is also encouraged to contact and notify FFMO of public outreach events or to provide a success story.

Reporting Requirements

Biannual Progress Reports

Grant Recipients will be required to complete Biannual Progress Report(s) to provide the status of the project, identify milestones, results achieved, success stories, potential concerns, as well as other pertinent information in layman's terms. The Biannual Progress Report (Attachment 4) will be available in template form. FFMO recognizes some of the information on the form is not applicable for all projects, however, Grant Recipients are expected to provide all information pertinent to their project based on the data available.

Information on how to complete the report is presented below:

All Grant Recipients

- **Grant Recipient:** Enter the name of the agency/organization that appears on the Grant Agreement.
- **Project Name:** The project name must be the same as that appearing on the Grant Agreement.



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- **Recipient Contact:** Provide the name, telephone number, facsimile number, and email address for the contact person responsible for the day-to-day coordination or administration of the grant.
 - **Grant Agreement No:** Enter the Grant Agreement Number provided by CDFA
 - **Reporting Period:** Enter the time period for the progress report.
 - **Approval:** Obtain authorized official signature and enter the date the report was completed.
 - **Grant Award Amount:** Report the total amount of grant funds awarded by the State.
 - **Match Funds/ In-Kind Commitment:** Report the total of matching funds and/or In-Kind to be expended throughout the life of the grant.
 - **Match Funds/ In-Kind Spent To Date:** Report the total of matching funds and/or In-Kind expended during the reporting period.

Grant Recipients with Advance Payments

- **Advance Amount:** Report the amount of prepayment(s) issued by the State.
- **Remaining Advance Balance:** Report the amount of the prepayment(s) that remains unspent to date.
- **Invoiced To Date:** Enter amount invoiced against advance payments.
- **Remaining Grant Balance:** (*Actual cash available*) Calculate by subtracting the "Advance Amount" from the "Grant Award Amount."

Grant Recipient with Reimbursement Payments

- **Invoiced To Date:** Enter the total amount reimbursed and invoiced to date.
- **Remaining Grant Balance:** Calculate by subtracting the "Invoiced To Date" amount from the "Grant Award Amount."

Final Performance Report

Each Grant Recipient is required to submit a Final Performance Report. Submission of Final Performance Report can be completed in one of two ways by submitting a written report using Attachment 5 or conducting an event that demonstrates the results of the project. Examples of supporting documentation and handouts can include a summary of findings, photos, charts and graphs, brochures, etc., to support project results and outcomes.

Final Performance Report must be submitted and/or presented no later than sixty (60) days from final date of the Grant Agreement term, unless an alternate deadline has been agreed to by the FFMO Manager. The Final Performance Report should be a short and concise synopsis in layman's terms– not to exceed the required page limit – of the following:

- The results and outcomes achieved through the use of the grant funds.
- Any problems, obstacles, or concerns that impacted the grant activity/project.



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- The level of grant funds expended including in-kind and matching contributions, if applicable
 - The benefits achieved as a direct result of the grant.

After the Final Performance Report has been reviewed and approved, FFMO will begin the Closeout Process (see “Closeout Process” below).

Closeout Process

Closeout Process is the last phase of active grant management. FFMO must ensure the grant activity/project is complete in accordance to the terms and conditions of the Grant Agreement, Scope of Work and budget. Before the grant is closed, the FFMO will ensure:

- All Scope of Work activities and expected measurable outcomes have been completed.
- All pertinent information has been submitted.
- Performance/compliance issues have been addressed through corrective action plans and/or resolved.
- The Final Performance Report has been submitted.

If the Final Performance Report is submitted and approved, the final invoice amount will be paid and the project considered closed. FFMO will notify Grant Recipients if the Final Performance Report has not been received or approved and withhold ten percent (10%) of the total grant award amount. The ten percent (10%) will be paid and the project considered closed once FFMO receives and approves the Final Performance Report.

Closeout of a grant does not automatically cancel any requirements for property accountability, record retention, or financial accountability.

Unspent grants funds and/or earned interest income must be returned to CDFA upon completion or termination of the grant project.

Record Retention

Grant Recipient shall retain financial records, statistical records, and all supporting documents pertinent to the grant funds for a period of three years (3) from submission of the Final Performance Report. FFMO shall have the right of access to any books, documents, papers, or other records of Grant Recipients and subcontractors, which are pertinent to the project/program, in order to perform Performance/Compliance Reviews. Such records that must be retained but are not limited to:

- Time cards and records that reflect the actual hours being worked by each employee on the grant project/program.
- Actual expenditure invoices obtained by the Grant Recipient for direct costs associated with the grant project/program.



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- Any employee reimbursement claims that reflects lodging, per diem, and transportation receipts.
 - Supporting documentation for the calculation or methodology the Grant Recipient used to determine the indirect cost percentage.
 - All other supporting documentation related to the grant project.

FFMO Contact Information

FFMO hopes you find this guide helpful and welcomes any suggestions on improving the grant process in the future. Thank you in advance for your cooperation and timely completion of your documents. Your efforts to prepare and complete accurate invoices and reports will directly impact our ability to review and approve them in the shortest time possible. We look forward to working with you. Should you have any questions regarding this package, please contact FFMO at (916) 657-3231.